

# FRESNO, CALIFORNIA

## CLASS SPECIFICATION

### ENGINEERING AIDE

**FLSA STATUS:**

Non-Exempt

**CLASS SUMMARY:**

The Engineering Aide is the first and entry level in a four level Engineering Support series. Incumbents are responsible for performing a variety of engineering support duties including: conducting traffic counts, taking permit applications, providing routine information to customers, processing permits, and performing recordkeeping activities. Incumbents may also perform surveying duties as a chain person in a survey crew.

Distinguishing characteristics within the class, based upon assignment are, at entry, responsibility for assisting with and learning how to perform the essential duties of the classification under close supervision. Journey positions are responsible for independently performing the essential duties of the classification.

The Engineering Aide is distinguished from the Engineering Technician, which is responsible for performing paraprofessional support of engineering or project management activities.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

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QUENCY**

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| 1. | Participates in performing field activities and/or locating and collecting data and information which, depending on assignment, may include: setting grades and stakes; pounding stakes for surveying activities; serving as a rodman or chainman on a survey team; obtaining elevations; conducting traffic counts; setting up traffic counters <u>using various electronic devices</u> ; and/or performing other related activities. | Daily<br>40% |
| 3. | Performs a variety of administrative support activities in support of division operations, which may include: picking up and dropping off materials and information; making copies; maintaining filing system; and/or performing other related activities.   | Daily<br>20% |
| 4. | Assists customers with requests for information regarding division policies and procedures and processing permits.   | Daily<br>20% |
| 5. | Uses and cares for a variety of tools, equipment, and vehicles utilized in engineering support activities.   | Daily<br>10% |
| 6. | Participates in drafting simple engineering designs utilizing Computer Aided Drafting (CAD) <u>and/or related</u> software.  | Daily<br>10% |

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7.	Performs other duties of a similar nature or level.	As Required
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**Training and Experience** (positions in this class typically require):

- High School Diploma, or GED, is required
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (positions in this class typically require):

- Valid State of California Driver's License, Class C.

**Knowledge** (position requirements at entry):

Knowledge of:

- Customer service policies, principles and practices
- Mathematical concepts

**Skills** (position requirements at entry):

Skill in:

- Performing manual labor;
- Performing mathematical calculations;
- Providing customer service;
- Using and caring for applicable tools, equipment, and vehicles;
- Using a computer and related software applications;
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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 <#>Utilizing AutoCAD software;¶

**Physical Requirements:**

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**Note:**

Positions in this class typically require: Feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling and crouching.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises and travel.

**Classification History:**

Draft prepared by Fox Lawson & Associates (LM)

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